

## Filling Out The Official Entry Form IFGA Sanctioned Shows

As a member of the registration team at our club's show, I would like to share some helpful pointers with new exhibitors and a refresher for our seasoned exhibitors when completing the IFGA Official Entry Form. Thanks to Kay Golimowski, member of Guppy Associates International Chicago, Cathy Mertz, member of Gateway Guppy Associates and Maureen Welli, affiliated with Guppy Associates International Chicago for their collaboration.

The scheduled IFGA shows are posted on the IFGA website under the Show Section. ([http://ifga.org/guppy\\_show\\_main.htm](http://ifga.org/guppy_show_main.htm)) The host club posts show rules including the date, location and deadline for making hotel reservations. Information for the show schedule is also included, i.e., when registration is open, judging of entries, and the club's auction. However, if you are unable to attend the show, the club welcomes shipped-in entries. Check the individual club's show rules for information, where to ship and the deadline for receiving your entries. A courtesy email to the person receiving the entries and choosing the "no signature required" option with your carrier is appreciated. The host club will handle your entries like you were attending the show, by benching and de-benching your guppies.

The latest version of the Official Entry Form is available on the IFGA website, Show Section, near the bottom of the page. It is suggested to download a copy to your computer and set up the form to work with your software and printer and save that version for easy retrieval for future shows. This is the form to fill out and submit to Registration with your entries whether you are attending or shipping in your entries. There is a link in the Show Section to the IFGA Approved Show Class List that will assist in placing your entries into the right categories. Please note that the Novice Class is only for exhibitors that have not won 1<sup>st</sup> and 2<sup>nd</sup> Place IFGA Awards. The Junior Class is open only to anyone 16 years of age or younger who have raised his/her own guppy.

After you have filled out the form with your entries, please print **two** copies to submit to Registration.

Once you have saved the form to your computer, it is quick to fill out the top of the form and "save as" a new file to your computer for updating the next show you enter. The top of the form is self-explanatory and easy to fill out.

- Enter the **Name of Show** you are entering (see the host club's show rules published on the IFGA Show Schedule page);
- **Date** of the show;
- **Name of Exhibitor**, **Phone** number that the exhibitor can be reached during the date of the show, and **Address**;
- Please indicate if you wish the host club to **Please award plaques** and **Please award cards**, otherwise if the box is left blank no plaques or cards will be issued;
- **Club Affiliation** and **Email Address**. If you are a member of a club, please fill in your club affiliation. Also, please add your email address in case the host club has questions about your entries during or after the show.

If you do not have access to a computer, you may ask Registration for the forms to complete. Using black or blue ink, please print legibly.

For clarification of filling out the form:

- The **Bag ID Number** is your number for identifying the guppies entered.
- The **Show Entry Number** is assigned by Registration when your guppies are registered.
- The **Class Entered** is the class from the official IFGA color classes chart found in the Show Rules or the IFGA website. Assistance is available, if you attend the show, prior to registration. The tank and breeder female entries can be confusing for Registration if the form is not filled out clearly. When you have more than one guppy in a single entry (i.e., tank or breeder), exhibitor will be assigned one **Show Entry Number** for each tank or breeder entry. On the form, enter the **Class Entered** on only one line. Use the Bag ID Number column to label and keep track of each guppy.

Here is an example of filling out the middle portion of the form using the IFGA Show Classes chart as a guide:

Bag ID Number	Show Entry Number	Class Entered	Auction			Return		Entry Fee
			No	Yes	Price	Pickup	Mail	
1		<b>Delta (color)</b> (single male or female)		X				2.00
2a, b		<b>Tank (color)</b> (2 matched males)	X			X		3.00
3a,b,c,d,e		<b>Breeders</b> (5 matched males)	X			X		4.00
4a,b,c		<b>Breeders</b> (3 matched females)	X			X		4.00
5		<b>Junior</b> (16 years or younger)	X			X		1.00
6		<b>Veil</b>	X			X		2.00

- The **Auction** column is used to let Registration know if you wish to auction your entry after the show. Mark **YES** or **NO** with an X and a suggested minimum **Price** to start the auction, if you wish. Entries to be auctioned must be clearly noted on the entry form. After the entries have been judged, the auction team will be notified of your intentions to auction your entries. Check the host club's show rules for exact details of their auction. No single males or females will be auctioned without a mate. Females of the same strain must be included with all males. Males must be included with all females. The auction team will be in contact with you at the show or will check your shipped-in box for guppies to be placed in the auction. The host clubs always welcomes any donations.

- The **Return** column indicates the guppies are to be **Picked up** at the show or to be returned by **Mail**. If returned by mail, sufficient return postage, bags minimum size 3"x10", and a filled out return shipping label must be included. If breather bags are used, unused breather bags must be included for the return. Two bags per guppy are required. In case of a leak, insert all the paperwork into a waterproof bag such as a Ziploc bag. Check the club's show rules for **Shipped-in Entries**. Information will be included in the show rules where to ship the entries and a deadline when the entries have to be received. In case there are questions about your entries, include phone number to reach you during the show. A courtesy email prior to shipping your entries and "a no signature required" option is recommended.

- The **Entry Fees** are included in the club's show rules. Fill in the entry fee column for each entry to total at the end.

- At the bottom of the entry form, the host club will fill in the **Postage Advanced** and the **Auction Receipts**. Please fill in the **Total** amount of your fees. Submit to Registration or include with your shipped-in entries, your completed entry forms along with a check or cash. The host club will verify your fees and fill in the amount **Paid**.

- Whichever form you choose to download from the IFGA website, **Registration asks that you turn in two copies of the form.**

At the show, the team will let you know when your entries have been registered and you will be allowed to bench your entries at that time. The exhibitor will receive their original copy and a copy of the official show registration form with show entry numbers and stickers to attach to the upper right corner of the tanks. For the shipped-in entries, the host club handling the shipped-in entries will process your entries, bench and de-bench your guppies as if you were attending the show. A copy of the entry form and the official show registration form will be returned with your shipment. Usually, the host club will include the Show Results that were printed at the show.

With the efforts of everyone, the Registration team will experience a smooth process of entering the guppies. Do not hesitate to ask questions! When attending the show, if you are unsure what class a guppy will fit into best, check with the show chairperson or another breeder for advice. Do not take a chance your guppy will be disqualified.

Thank you for entering your fancy show guppies and supporting the clubs that host an IFGA sponsored Fancy Guppy Show.